

F-115

27 SEP 1979

NFAC #5165/79

MEMORANDUM FOR: All National Intelligence Officers

FROM : Deputy Director, National Foreign Assessment Center

SUBJECT : NIO Consultants Management

1. The Academic Coordination Staff recently had occasion to bring its record of NIO consultants use up-to-date. Difficulties and delays were encountered owing to the fact that CAR had not been informed of some transactions involving NIO consultants.

2. A repetition of this experience will be avoided if NIOs make sure that all of the following are either performed on their behalf by CAR or are passed through CAR for information and coordination.

a. Nomination of additions to the NIO consultants list for initial (preliminary) approval.

b. Instructions to NFAC/Admin to proceed with processing when preliminary DCI/DDCI approval of nominees is received.

c. Arrangements for the final steps in the clearance procedure, which may entail:

(1) Scheduling the polygraph, or

(2) Notification of the future consultant upon receipt of information that TS security clearance has been received (for those consultants not cleared for SI/TK).

3. When consultants are called in for consultation, the following steps should be taken:

a. CAR should be informed by telephone or by info copy of any correspondence of the dates and purpose of the consultations;

b. When consultation occurs the NIO office concerned should supply consultants the standard expense sheets (which are available from CAR) and advise consultants to mail their expense sheets to CAR for processing.

25X1

SUBJECT: NIO Consultants Management

Distribution:

- 1 - NIO/Africa
- 1 - NIO/China
- 1 - NIO/CF
- 1 - NIO/EAP
- 1 - NIO/LA
- 1 - NIO/NESA
- 1 - NIO/NP
- 1 - NIO/P-E
- 1 - NIO/SS
- 1 - NIO/SP
- 1 - NIO/USSR-EE
- 1 - NIO/Warning
- 1 - NIO/WE
- 1 - DD/NFAC
- 1 - NFAC Reg.
- 1 - NFAC Admin (info)
- 2 - NFAC/CAR

25X1 NFAC/CAR/ [ ] (25 September 1979)